



## Construction Method Statement



**Project Name:** Charlotte Street

**Site Address:** 18 Charlotte Street, London, W1T 2LZ

**Prepared by:** LS BUILD LTD

**Date Prepared:** 15th June 2016

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## Introduction

The purpose of this Construction Method Statement is to outline LS BUILD LTD's approach to managing the proposed construction works for the upper floors at 18 Charlotte Street, London. This document includes specific comments on the site establishment, logistics, and the process of managing the overall environment surrounding the property.

The agreed contents of the Construction Method Statement will form part of the development plan and will be agreed with Camden Council. The Plan will constantly be reviewed and any changes or improvements will be added and agreed with the Council and the Plan revised and re-issued.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development.

Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops. Particular attention will be paid to ensure that the neighbours are kept apprised of progress and future works on the project.

The information provided in this document is an overview of the key project activities at Charlotte Place. Generic statements herein are to be further developed into plans, procedures, and detailed method statements as the project develops.

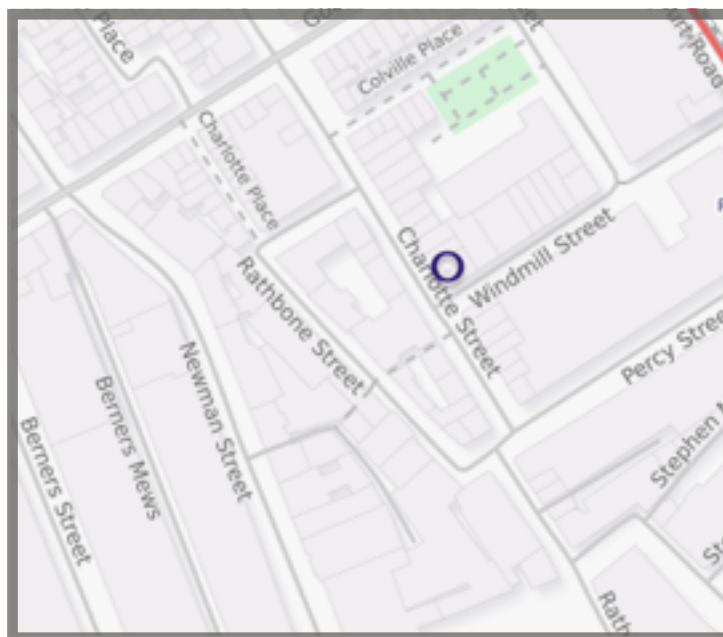
This Plan is to inform interested parties. It will be used as the background for the detailed construction method and risk assessments and all future reference.

## Description of project

Project Name: Charlotte Street

Project Address: 18 Charlotte Street,  
London, W1T 2LZ

Site Location: The site is located on East side of Charlotte Street. The proposed site consists of the upper floors, 1st to 3rd at No. 18 Charlotte Street. The retail unit, Ground and basement will remain occupied for the duration of the project. The surrounding buildings are of a mixed use; residential upper floors, Public House (next door) restaurants (below the site and surrounding) and offices.



Scope of Works:

Scaffold erection to the front and rear elevations.

Existing roof construction removed and replaced with a Mansard roof extension to form a studio flat.

Internal refurbishment and reconfiguration to convert existing residential units into modern studio flats.

External repairs and redecorations to the front and rear elevations.

Refurbishment of the exiting common parts.

Programme details:

Estimated start date:	<i>August 2016</i>
Duration Estimate:	<i>28 Weeks</i>
Estimated finish date:	<i>March 2017</i>

## **Outline Method of Works**

### **Site Establishment**

The site will be registered with the Considerate Constructors Scheme and LS BUILD LTD will therefore comply with the scheme's Code of Practices.

LS BUILD LTD is a registered company with the Considerate Constructors Scheme, membership number C0463.

Project notification letters will be issued to all surrounding residents, neighbours and surrounding retail units detailing LS BUILD LTD's site contact details, 24hr emergency contact and a brief summary of key dates and events.

The site office will be located inside the proposed site on the 1st floor. The site boundary will be kept clean, clear and tidy everyday, with limited impact on the pavement and pedestrian thoroughfare.

LS BUILD LTD will implement a complaints and compliments procedure about the site. All negative reviews will be dealt with efficiently to avoid future reoccurrence.

The site will be maintained in a safe and tidy manner, also ensuring the site is well presented at all times. Implementation of good house keeping procedures, will ensure the Health & Safety of everyone on site, which will be regularly checked by our Health and Safety officer on a fortnightly site inspection basis.

### **Scaffolding**

Once local authority permission has been granted, scaffolding will be erected to the front and rear elevations with full protective debris netting. A protection Tin Hat scaffolding will be erected with mono-flex sheeting.

A gantry will also be required over the pavement to facilitate the removal of waste materials and delivery of materials to site, which will reduce the impact to pedestrians and the pedestrian thoroughfare.

The scaffold will be fully alarmed with scaffold lighting underneath the gantry to fully light the pedestrian thoroughfare.

## **Internal Works**

The internal works comprise of the complete refurbishment to the 1st to 3rd floors of the existing building, renewal of all services with the addition of a new mansard roof structure.

Works will not commence on site until an Asbestos survey has been undertaken and the results reviewed by LS BUILD LTD. If ACM's are located on the premises pre-works starting, the removal will be undertaken by a competent person accredited through UKAS and no works will start until a certificate of reoccupation has been issued.

All internal works will be undertaken in accordance with Camden Councils hours of permitted working hours, as set out below:

1. Monday to Friday - 8am to 6pm
2. Saturday - 8am to 1pm
3. Sunday and Public Holidays - site closed

Throughout the internal strip out and construction process, wherever possible, LS BUILD LTD will use methods to minimise disruption to our neighbours.

## **Deliveries and Waste collection**

Once the contract has been awarded and the mobilisation period has been activated, LS BUILD LTD will visit the local area to help determine the level of local traffic and establish at which points during the working day are considered to be the quietest periods. Once these have been determined, our deliveries and waste collections will occur at these predetermined time slots.

All deliveries and waste collection will be via the properties address only. All contractors will be made aware of the potential risks involving members of the public and non-employees outside the site entrance and along the public footpaths. Generically all deliveries and waste collection will occur between 10am-12pm and 2pm-4pm.

**Proposed access routes for vehicles**

The proposed site is situated on the East side of Charlotte Street next to the Public House on the corner of Windmill Street.

Vehicles shall load/unload on Charlotte Street. Charlotte street is a busy public highway with 2 way traffic, whilst Windmill street is a one way road.

Large Delivery and waste collection vehicles shall approach on the A5204 Goodge Street, entering North on Charlotte street.

Large Delivery and waste collection vehicles shall exit South on Charlotte street via Rathbone Place, turning left on to the A40 Oxford Street.

Smaller delivery vehicles will approach the same as above but can exit by leaving South on Charlotte street, following the road round on to Rathbone Street and turning left back on to Charlotte street and finally exiting on to A5204 Goodge Street.

See Appendix A for Route Details



## Construction Management Action Plan

### Project Specific Health & Safety

#### IDENTIFIED H&S RISK

#### SUGGESTED CONTROL

Hours of Work

Normal construction site hours:

Monday to Friday - 8.00am to 6.00pm

Saturday - 8.00am to 1.00pm

Sundays and Public Holidays - Site Closed

Noise and Vibration

LS BUILD LTD will consult with adjoining neighbours and agree, if possible, certain times of the day when noisy work is achievable.

Asbestos

An Asbestos survey will be carried out prior to any works commencing on site and any ACM's identified, will be removed prior to works commencing.

Existing Services

All services to the building are classed as live unless advised differently. Existing service locations to be confirmed.

Deliveries

All deliveries will be via the properties address only. Deliveries of materials and collection of waste are to be scheduled to avoid clashing with busy periods of the day. All contractors will be made aware of the potential risks involving members of the public and non-employees outside the site entrance and along the public footpaths.

Existing Occupancy	The retail unit below site, ground and basement will remain occupied for the duration of the project. Whilst the upper floors, the site, will be unoccupied throughout the duration of the works.
Dust	All dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression systems. Site operatives are to wear suitable PPE/RPE where the levels of dust cannot be controlled ensuring exposure is well within legal limits.
UV Protection	UV protection from the sun is provided indirectly by the site rules requiring safety helmets and appropriate clothing with no shorts or bare tops. Refer to LS BUILD's Skin Cancer news letter for more guidance.

### **H&S Objectives for the Project**

1. No reportable accidents or dangerous occurrences on the project
2. No Improvement or Prohibition notices issued
3. No Prosecutions
4. Ensure everyone on site complies with client safety requirements
5. Supply everything needed for the Health and Safety file and delivered on completion of the project
6. Regular health and safety meetings with the workforce, providing an open forum, where any issues regarding health and safety may be raised and any short falls can be highlighted
7. Encourage a blame free safety culture in the reporting of hazards and near misses
8. Ensure the works are completed to highest quality and on time, without compromising the safety of everyone on site
9. Monitor and assess the impact on the environment from site activities
10. Achieve 34 points with Considerate Construction

## Site Security

Visitors will be requested to identify themselves, and they will not be allowed on site until a LS BUILD LTD member of staff has greeted them.

All other entrances and exits to the site will remain secured at all times.

Security and staff will make regular inspections of the site boundary to ensure no suspect packages have been left.

The Site Manager is responsible for ensuring the site is secure at the end of each working day, including the removal or locking down of any access ladders/ stairs to scaffolding and the gantry areas. The scaffolding will be alarmed.

## Training for People on Site

For all new employees, contractors and sub-contractors starting on site, a site induction will serve them with the relevant information to work on site safely. The Induction will consist of:

1. Site layout and any potentials hazards
2. Emergency procedures - fire and evacuation
3. First aid box location and first aider's details on site
4. Site rules
5. PPE Requirements
6. COSHH procedurers
7. Particular work that requires Risk assessments and Method statement details
8. Welfare facilities location and requirements needed for the cleaning and maintenance
9. Zero Drug and alcohol policy
10. No smoking site, outline smoking areas (away from site)
11. Outlining Considerate Constructors Codes of Practice
12. Checking medical conditions and medication requirements

On-site training will be given to workers, where training needs have been identified. The site manager will identify and over see that the correct training is carried out.

On-site training will cover the basics in understanding the information outlined in the Risk and COSHH assessments and method statements.

Formal training will be identified before the use of Plant and Machinery and only when workers are competent to do so, will they be allowed to operate plant and machinery.

Tool box talks will cover a wide variety of subjects, which will be used as on-site training for workers. The purpose of these talks are to discuss changes in the risks associated with the working environment and allow employee participation and feedback on associated risks.

## **Site Waste Management Plan**

A Site Waste Management Plan (SWMP) will be prepared by the Contracts Manager prior to works starting. This plan will be regularly updated once the project evolves and information becomes more readily available and upon completion of the project, the information will form a benchmark to help improve future projects.

The Contracts manager will distribute copies of the SWMP to the Principal Designer, Client, Site Manager and each sub-contractor where relevant/applicable. This process will be undertaken regularly and especially when the plan is updated.

The Site Manager will provide on-site briefing via induction of project environmental consideration, risks and actions, appropriate waste separation, handling, recycling, re-use and return methods to be used by all parties and at appropriate stages of the project where applicable.

Toolbox talks will be carried out regularly on environmental and waste issues and all sub-contractors will be expected to attend. This will ensure that everyone feels they are included and that their participation is meaningful.

Given the limitations in space and location, site waste segregation will occur but in small locations. The waste will be collected by our nominated licensed waste carrier and will be taken to a local waste recycling facility.

All waste movements will be recorded, Waste Transfer notes will be included within the SWMP and waste information displayed on site. Our aim is to achieve a recycling rate of 90% for this site.

### **Waste Carrier**

Our Nominated Waste Carrier will be JMC Waste, Waste Carrier Licence No. CB/MN5012AD. After each waste collection JMC will supply LS BUILD LTD with a Duty of Care - Waste Transfer note and a break down in tonnes of actual waste collected from site and % recycled.

## **Waste Management**

Waste materials fall into three categories for management, these are:

1. Re-use
2. Recycle
3. Landfill

### Re-used

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for reuse.

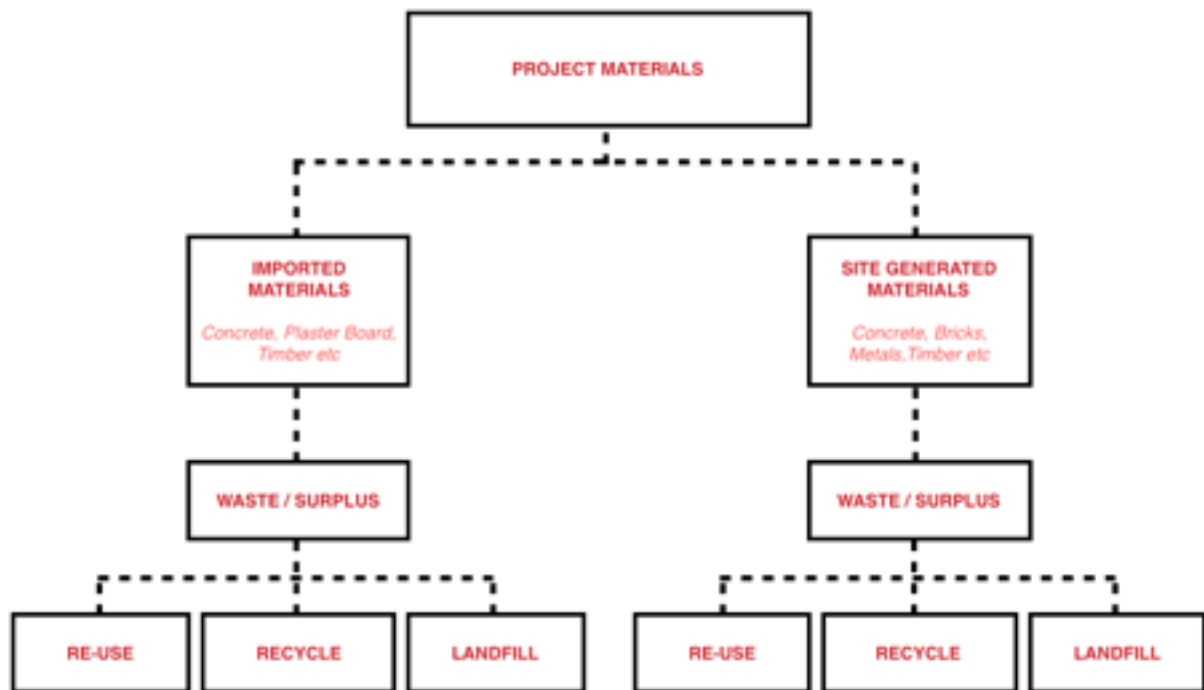
### Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling.

### Landfill

If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. However, landfill is always a last resort.

## Waste Management Process



## **Communication with the Local Authority**

LS BUILD LTD will communicate with the Local Authority prior to works commencing on site and throughout the course of the project and shall endeavour to inform Camden should any works arise which may affect the adjacent areas.

### **Notifications;**

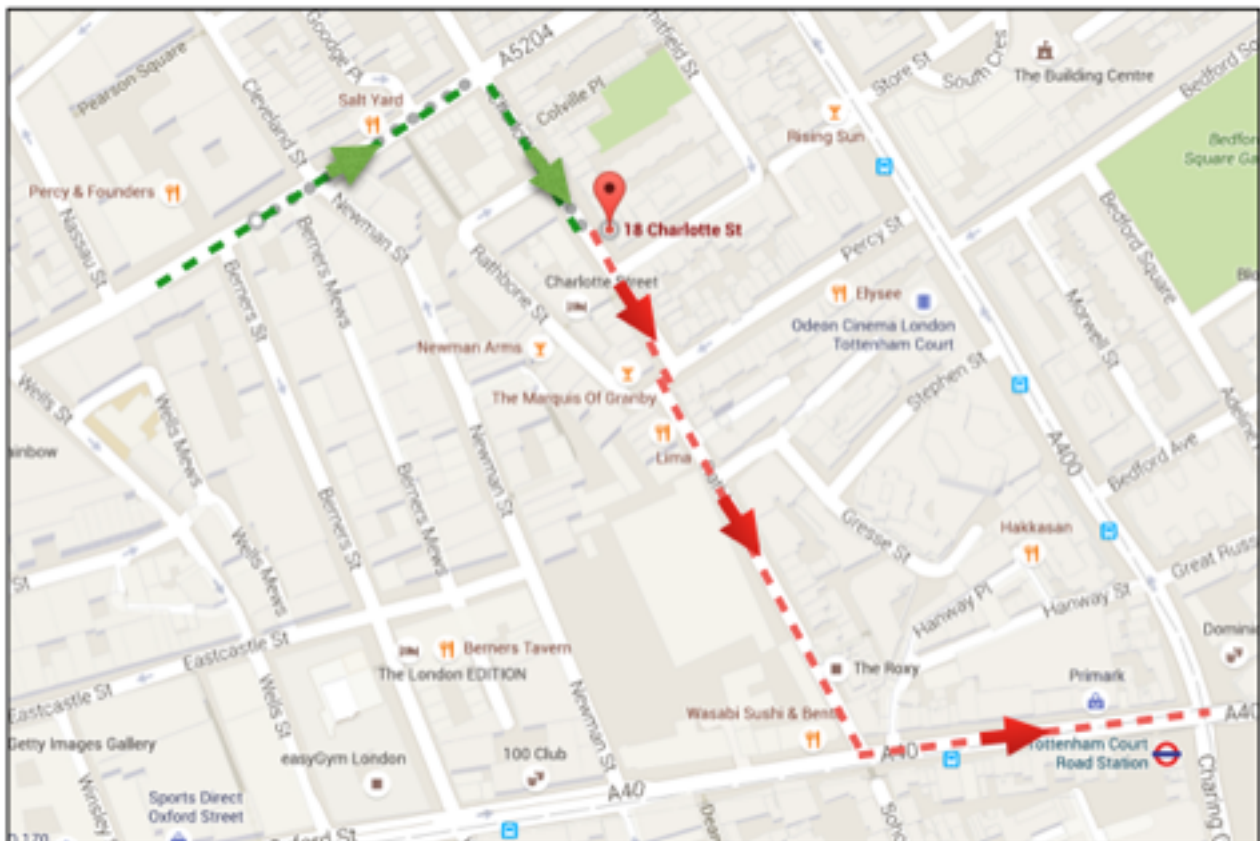
During the Contractor mobilisation period, following award of contract and possession of the site, communication will be set up with the following authorities:-

1. Notice will be served to the Health and Safety Executive
2. Meeting with Building Control and Planning Authorities
3. Meeting with local Environmental Health Officer
4. Meeting with local Police and Fire Brigade
5. Liaison with local residents and retail operators
6. Considerate Contractor Scheme enrolment
7. Appropriate licences for the scaffold and gantry applied for through Camden



## Appendix A - Proposed Access Routes for Vehicles

### Large Delivery and Waste Collection Vehicles



Large Delivery and waste collection vehicles shall approach on the A5204 Goodge Street, entering North on Charlotte street.



Large Delivery and waste collection vehicles shall exit South on Charlotte street via Rathbone Place, turning left on to the A40 Oxford Street.

### Smaller Delivery Vehicles



Smaller delivery vehicles will approach the same as above but can exit by leaving South on Charlotte street, following the road round on to Rathbone Street and turning left back on to Charlotte street and finally exiting on to A5204 Goodge Street.



Alternatively, they can exit South on Charlotte street via Rathbone Place, turning left on to the A40 Oxford Street.